Introduction:

The University of Toledo College of Medicine and Life Sciences (COMLS) is committed to the recruitment and hiring of qualified clinical faculty, and to diversity in recruitment and hiring through equal employment opportunity and affirmative action. All qualified applicants including women, underrepresented minorities, veterans, and individuals with disabilities are encouraged to apply for clinical faculty positions within COMLS. The purpose of this procedure is to ensure systematic, consistent recruitment and hiring practices and alignment with the University’s mission, institutional equal opportunity practices, non-discrimination policy (3364-50-02), applicable accreditation standards (eg, LCME, ACGME, ARC-PA), and other relevant regulations. The delineated procedures apply to the recruitment and hiring of clinical faculty in the UT COMLS in both tenure eligible and non-tenure eligible tracks. This includes faculty in the clinical scholar, clinical educator, and clinical practitioner track.

A. Guidelines for Recruitment and Hiring:

1) Scope: A competitive search process is required to fill all newly created and existing full-time and part-time clinical faculty positions in the clinical scholar, clinical educator, and clinical practitioner tracks except when a search waiver for expedited recruitment and hiring for a clinical position has been approved. The following clinical faculty positions are exempt from the clinical faculty recruitment policy (3362-81-11-001-00) regardless of rank

a) Visiting Faculty Positions: these appointments may not be changed to a permanent appointment without undergoing a competitive search process or without an approved search waiver

b) Temporary non-renewable appointments (such as *locum tenens*): these appointments may not be changed to a permanent appointment without undergoing a competitive search process or without an approved search waiver

c) Adjunct Faculty Appointments and Joint Appointments if the primary appointment for the position is in a non-clinical department

B) Procedures for recruitment and hiring

1) All new clinical faculty searches regardless of rank or track must be reviewed by the Department Chairperson and the Senior Associate Dean for Administration and Finance and then approved by the Dean of the College of Medicine and Life Sciences prior to commencement of the recruitment and hiring process. Recruitment reviews by the Dean will serve to ensure alignment with the strategic direction of the University, the UTCOMLS and with best fiscal practices.

2) After approval is obtained for a new clinical faculty recruitment, a faculty requisition request is created within University approved software for faculty position job postings, applicant management, and other search related functions (such as Cornerstone software system). The Department Chair (or the Dean of the COMLS for new clinical faculty recruitments of Departmental Chairs and Associate Deans) will then assemble a search committee and appoint a chairperson to organize, plan, and conduct the search. The search committee shall be as diverse as possible in alignment with applicable non-discrimination University policies and shall complete required training in diversity hiring practices prior to start of the search. The Chair or Dean will submit a formal charge to the committee in writing at the start of the search. The charge will include the position description and the required/preferred qualifications regarding education, experience, and licensure, and may also include a timeline.

a) The search committee chair and members will then be responsible for:

* + 1. Developing additional position specifications as needed to perform the search
    2. Selecting advertising mediums and preparing advertisements in alignment with the University and the COMLS strategic Plans.
       1. Advertising shall be done in a way to reach the largest possible audience of persons qualified for and potentially interested in the position and shall include media sources as well as publications that specialize in circulation to women and minority groups. The Office of Diversity and Inclusion will make a good faith effort to recommend publications to target underrepresented groups and suggest methods which are most likely to result in the inclusion of qualified minorities and women in the applicant pool. Good faith efforts shall be made in all searches to increase minorities and women in the applicant pool.
    3. Reviewing applications to determine if applicants meet the advertised qualifications

# Developing interview questions

* + 1. Evaluating and comparing candidates
    2. Ensuring Equal Employment Opportunity practices are followed, and making a good faith effort to recruit and hire individuals from underrepresented minority groups
    3. Maintaining appropriate confidentiality about search committee proceedings
    4. Maintaining written documentation of the candidate selection process utilizing the University software (such as Cornerstone)
  1. After a thorough review of the applicant pool and completion of the search, interview, and assessment process, the search committee will make a recommendation to the search committee chair. The search committee chair will then forward the final recommendation to the Department Chair or Dean. The recommendation must be accompanied by the candidate’s curriculum vitae and a description of the workload assignment, proposed compensation, funding expectations, licensure requirements, and other information as required by the University approved hiring software system and the Medical Staff Office at the University of Toledo Medical Center (UTMC) if clinical privileges are required as part of the job description. The process to obtain medical staff privileges is listed in Section B.3

3) Upon authorization by the Dean, the letter of intent will be co-signed by the relevant department Chair and Dean and will be sent to the candidate. Copies of the signed letter of intent must be provided to the Office of Faculty Affairs, the Medical Staff Office and The University of Toledo Physicians (UTP) for clinical staff who require medical staff privileges at UTMC as a condition of employment. All letters of intent shall state explicitly that as per University of Toledo COMLS Faculty Rules and Regulations, all faculty appointments at the rank of Associate Professor or Professor are tentative pending review by the College of Medicine’s Appointment, Promotion and Tenure (APT) Committee. In addition, appointment to the clinical faculty is subject to and contingent upon the following:

A) Possession of a full and unrestricted license to practice in the state of Ohio;

B) Possession of an unrestricted Drug Enforcement Administration certificate;

* 1. Maintenance of membership in good standing on the Medical Staff of the University of Toledo Medical Center;
  2. Professional liability insurance;
  3. Eligibility as a certified provider in the Medicare, Medicaid and other federal and state health care programs; and
  4. Acceptable outcome for background check and drug testing
  5. Final Approval by the University of Toledo Board of Trustees.

4) The process required to obtain membership in good standing on the Medical Staff of the University of Toledo Medical Center is as follows:

A) Upon receipt of the signed letter of intent, the Medical Staff Office will send to prospective faculty members the Application for Appointment if not previously provided. Upon receipt of the completed application, the Medical Staff Office will provide UTP a copy of the application and required submittals for employment process verification and provider enrollment.

B) The review of applications for medical staff privileges is extensive and includes, but is not limited to, primary source verification of education and training, and reviews by the Credentialing and Medical Executive Committees of the Medical Staff. Medical Staff privileges are only conferred after review and approval by the Clinical Care Committee of the Board of Trustees of the University of Toledo.

C) The Credentialing Committee of the Medical Staff will make its recommendation, which includes coverage in the UT professional liability insurance programs, to the Medical Executive Committee

D) The review and approval processes for Medical Staff credentialing and underwriting require minimally 60 days, and may in some instances require 180 days. Provider enrollment, necessary to bill and collect from commercial insurance providers, will also require three to six months.

5) Faculty appointments at the rank of Associate Professor or Professor must be reviewed by the College of Medicine’s Appointment, Promotion and Tenure (APT) Committee. Departments will coordinate submission of the candidate’s application with the Office of Faculty Affairs and Development. The development of the application and subsequent review by the APT Committee may take up to 90 days.   
  
 6) Following signed acceptance of the letter of intent and prior to employment, the department will plan and coordinate all necessary activities to promote the candidate’s successful transition to The University of Toledo and successful fulfillment of educational, clinical, research and administrative responsibilities. The plan should include, but may not be limited to, the following:

1. Finalization of office, clinical and research space;
2. Procurement of office, clinical and research supplies and equipment;
3. Development of plans in cooperation with the Office of Communications to advertise and market the clinical services of the candidate;
4. Development of professional billing forms with UTP;
5. Orientation and onboarding to the department, College, University and community.

7) Procedure for Obtaining Authorization for a Search Waiver:

In cases where emergency faculty hires are required, (i.e., when there is not sufficient time to complete the required procedures) or in exceptional circumstances where time, cost or other administrative considerations justifies abridging the search, an authorized search waiver must be obtained <http://www.utoledo.edu/offices/provost/docs/Fillable%20Search%20Waiver%20Request%20Form.pdf>